

**Utah Department of Transportation  
Federal Transit Administration Section 5311  
Small Urban/Rural and/or Intercity Bus Transportation  
Application for Capital, Operating/ Project Administrative**

\*Answer each item fully, in detail\*

**I General Information**

**FFY 2008**

A. Legal Name of Agency: _____ Name of Legal Contact: _____ Telephone Number: _____ Federal I.D. #: _____ E-mail Address: _____ Fax Number: _____ Website Address (if available): _____ List the Name(s) and titles of persons authorized to enter into contract(s) and amendments with UDOT: Name: _____ Title: _____ Name: _____ Title: _____	
B. Mailing Address: (City/State/Zip Code)	C. Main Office Address: (City, State, Zip Code)
D. Documentation of Corporate Structure      Check applicable area: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____ State or Local Governmental Authority            _____ Non-Profit Organization            _____ Operator of Public Transportation         </div> <div style="width: 45%;">           _____ Indian Tribe (Federally Recognized &amp; Other Indian Tribes)            _____ Intercity Bus Service that receives FTA grant funds indirectly through a recipient         </div> </div>	
E. Are you a minority owned agency? _____ Yes _____ No Do you serve a minority community? _____ Yes _____ No Do you serve the low income populations? _____ Yes _____ No	

**II Transportation Project:**

A. Specific Service Area: _____ _____
B. Notice and Public Hearings. Title 49 U.S.C. 5323(b) requires applicants to provide: (Documentation must be provided as part of this application). <ul style="list-style-type: none"> <li>Documentation that adequate opportunity for public review and comment for the project.</li> <li>Documentation of public notice and public hearing held on the project if the project affects significant economic, social, or environmental interest.</li> <li>Document of the economic, social, and environmental effects of the project.</li> <li>Documentation that the project is consistent with official plans for developing the community.</li> </ul>

<p>C. Section 5311 Programs must participate in local planning process for coordinated public transit-human service transportation. Attach documentation for the following.</p> <ul style="list-style-type: none"> <li>Participation in local interagency coordinating councils</li> <li>Participation in local coordinating planning activities.</li> </ul>	
<p>D. Project funds applying for: – Check all that apply</p> <p> <input type="checkbox"/> Capital (80/20)              <input type="checkbox"/> Operating (50/50)              <input type="checkbox"/> Project Administration (80/20)       </p> <p>If capital is for vehicle purchases identify what capital will be used for – Check all that apply</p> <p> <input type="checkbox"/> Replacing existing service/ vehicle replacement              <input type="checkbox"/> Expand existing service/vehicle expansion       </p> <p><input type="checkbox"/> Start New Service</p>	

**VEHICLE REPLACEMENT LOG** (if you are replacing vehicle(s), you must identify which vehicle(s) you are replacing in this log).

Make	Model	Year	VIN #	Current Mileage As of <hr/> (date)	Planned Status Disposed (D) Spare (S)	Identify which FTA funding source, if applicable

**Expand Existing Service – Describe expansion of service. Attach schedule(s) and route(s).**

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**Start New Service – Describe new service. Attach schedule(s) and route(s).**

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### III Estimated Capital Budget for Transportation Project

Estimate Vehicle Cost	Number	Unit Cost	Total
Support Vehicle(s)			
Passenger Van(s)			
Body-on-Chassis			
Under 30' (Small) Transit Bus(s)			
Over 30' (Medium) Transit Bus(s)			
Standard 35' and over Bus(s)			
<b>Total – Estimated Vehicle(s) Costs</b>			
<b>Equipment: Shop Tool/ Vehicle amenity over \$5,000</b>			
Equipment Specify: 1. 2. 3.			
<b>Total Estimated Equipment Cost</b>			
<b>Total Estimated Capital Cost of Project</b>			
<b>Federal Grant Requested (80% of Project)</b>			
<b>Local Match (20% of Project)</b>			

#### III a – Project Administrative Expenses (Estimate Project Administrative expenses for each item listed):

	Dollar Amounts			
	Year 1	Year 2	Year 3	Year 4
Salary(admin) e.g., project director, secretary etc.				
Marketing				
Insurance				
Office Supplies				
Equipment Rental				
Drug & Alcohol testing				
Other (identify)				
<b>Federal Grant requested (80% of project cost)</b>				
<b>Local Match (20% of the project cost)</b>				
<b>Total estimated project Cost</b>				

**Note:** Project Administrative Expenses are 80% Federal match/20 % Local match.

### IV Local Match & Operational Budget

#### A. Identify the source(s) of local match/share and the amount each source will provide.

Sources	Dollar Amounts
County	\$ _____
City	\$ _____
Unrestricted Federal	\$ _____
Corporate	\$ _____
Other (Identify) _____	\$ _____
<b>Total:</b>	\$ _____

**B. Financial Management Plan:**

List specific resources and dollar amounts of the funds to be used for annual proposed project operating expenses:

	Dollar Amounts			
	Year 1	Year 2	Year 3	Year 4
County				
City				
Federal				
Donations				
Corporate				
Other (Identify)				
<b>Totals:</b>				

**C. Estimate annual operating expenses for the proposed project:**

	Dollar Amounts			
	Year 1	Year 2	Year 3	Year 4
Drivers Salary				
Maintenance & Repair				
Fuel/Oil				
Insurance				
Other (Identify)				
<b>Total Operating Budget</b>				
<b>Federal Grant requested (50% of project cost)</b>				
<b>Local Match (50% of the project cost)</b>				

**Note: Operating Expenses is a 50/50% Match.**

**V. Project Justification:**

A. Briefly describe agency's purpose. Attach supporting documentation. (i.e. brochures, pamphlets)

**This section only to be completed if you provide existing service**

B. Describe transit service now being provided by applicant: (Include average monthly passenger trips, average monthly mileage for all vehicles, number of vehicles, attach schedules, route map(s) copies of contracted service(s) and current transportation policy). (Attach updated Planning documents including local needs/gaps, coordination with Human Service Agencies)

C. How do you plan to meet FTA Requirements? Attach agencies Policy and Procedures for each of the following. (If you are an existing subgrantee attach the updates for current year).

- 1) Drug & Alcohol
- 2) Disadvantaged Business Enterprise
- 3) Complementary Paratransit
- 4) Safety and Security
- 5) Civil Rights and ADA 504

**This section only to be completed by agency requesting funding for new system or expanded service**

D. Attach summary of needs study, planning process, business plan, financial plan, contracted service, start date, daily service schedule, route maps, description of service and anticipated monthly ridership including target populations. Attach proposed transportation policy.

**VI. Preventive Maintenance Assurance:**

**Choose a Preventive Maintenance Program your agency will follow:**

\_\_\_\_\_ UDOT's RPMS (Records, Preventive Maintenance & Surveillance) (Copy available upon request)

**OR**

\_\_\_\_\_ AGENCIES OWN PROGRAM – with prior written UDOT approval      Date Approved\_\_\_\_\_

**VII. Civil Rights**

**CIVIL RIGHTS**

Has your agency had any lawsuits or complaints lodged against them involving civil rights issues in the last three years? \_\_\_\_\_Yes \_\_\_\_\_No

If yes describe how many complaints/lawsuits and indicate if resolved or unresolved.

## VIII. Current Vehicle Inventory

Please attach a listing of all agencies existing vehicles used to transport people by your agency or fill in table: (Attached list must include table information).

[illegible]

## IX. Applicant Assurances:

1. Has legal authority to apply for and finance a grant;
2. Shall use Federal capital assistance to improve or continue community transportation services;
3. Has sufficient non- federal funds to provide required local matching funds;
4. Will apply Federal funds and corresponding local matching funds to eligible transit projects;
5. Will comply with all requirements of Title VI, Civil Rights Act of 1964, with FTA Circular 4702.1, Interim Guidelines for Title VI – Information Specific to FTA programs, and with 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964;
6. Will conduct any program or operate any facility so assisted in compliance with all applicable requirements imposed by USDOT regulations implementing the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (and any subsequent amendments thereto) set forth at 90 C.F.R. Parts 27, 37, and 38, as well as all applicable regulations and directives issued pursuant thereto by other Federal departments or agencies.
7. Will comply with all requirements of 49 CFR Part 23, Participation by Minority Business Enterprise in Department of Transportation Programs;
8. Will comply with all requirements in Section 19, Nondiscrimination, of the Federal Transit Act as amended;
9. Will comply with Federal Register requirement governing grantees/sub-grantees of federal funds;
10. Will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or other, particularly those with whom they have family, business, or other ties;
11. Will give FTA and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to FTA grants;
12. Will operate and maintain any facility or equipment constructed or purchase as part of a Federal grant in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities;
13. Recognizes FTA's authority to conduct audit for the purpose of verifying compliance with the requirements and stipulations stated above;
14. Will comply with Special Section 533 (b) Warranty (U.S. Dept. of Labor), (Public Body Applicants/Recipients only).
15. Will promptly remit to FTA any interest earned on FTA grant funds, except interest earned on advances by a State or instrumentality of a State, in accordance with the Intergovernmental Cooperation Act of 1968 (P.L. 90-577). (Note: Department of Treasury regulations prohibit recipients of Federal funds from retaining such funds in large amounts for long periods of time);
16. Private transit and paratransit operators have been offered a fair and timely opportunity to participate to the maximum extent feasible in the provision of the proposed special transportation services for elderly and persons with disabilities and public transportation;
17. Has prepared and will maintain a detailed Project Budget and will incur obligations against and make disbursements of project funds only in conformity with the latest budget for the project;
18. Possesses the necessary fiscal and managerial capability to implement and manage its proposed project;
19. Has or will have the required 20% non- federal cash match for the project or such match will be provided in whole or in part from other State, local, or private sources;
20. Is recognized under State law as a private non- private organization and has the legal capacity to contract with the State to carry out the proposed project, (private non- profit applicants/recipients only);
21. Has or will have by the time of delivery sufficient funds to operate the vehicles and equipment to be purchased under this project;
22. Assures that vehicles acquired with these funds will include necessary equipment to comply with the ADA requirements or verification shall be made that another comparably equipped unit is available for demand responsive service within the fleet for which the acquisition is proposed;
23. Certifies that: No Person on the basis of race, color or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits. Will make it known to the public that those persons or person alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit – related benefits may file a complaint with the Federal Administration and/or the U.S. Department of Transportation.
24. Will comply with the Buy America requirements and pre-award and post-delivery audits of rolling stock purchases, specified in 49 CFR Chapter VI, Part 661 and 663, as applicable;
25. Will implement and conduct drug and alcohol testing and prevention in the work place in accord with title 49 CFR, parts 40 and 655, as applicable;
26. Maintain compliance with the fiscal year annual list of certifications and assurances for the FTA grants and cooperative agreements, annually.

## AUTHORIZING RESOLUTION

**APPLICANT** \_\_\_\_\_  
(Printed Name of Transportation Provider)

**AUTHORIZED REPRESENTATIVE** \_\_\_\_\_  
(Printed Name of Authorized Representative)

**Resolution authorizing the filing of an application for a Federal Transit Administration / Utah Department of Transportation grant under 49 USC Chapter 53.**

**WHEREAS, the U S Department of Transportation (USDOT) is authorized to make grants to states through the Federal Transit Administration (FTA) to support transportation projects under 49 USC Chapter 53; and**

**WHEREAS, the Utah Department of Transportation (UDOT) has been designated by the Governor to administer certain transportation projects under 49 USC Chapter 53; and**

**WHEREAS, the contract for financial assistance will impose certain obligations upon the APPLICANT, including provisions by it of the local share of project costs;**

**NOW, THEREFORE, BE IT RESOLVED BY THE APPLICANT:**

**That the above named representative is authorized to execute and file an application with UDOT on behalf of our agency to aid in the financing of capital, administration, and / or operating costs pursuant to 49 USC Chapter 53; and**

**That the above named representative is authorized to furnish such additional information as UDOT may require in connection with the application or the project.**

**The undersigned certifies that the foregoing is a true and correct statement.**

\_\_\_\_\_  
(Printed Title of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

Date \_\_\_\_\_

**Special Section 13 ( c ) Warranty  
OPINION OF COUNSEL**

The APPLICANT \_\_\_\_\_  
(Name of Transportation Provider)

has agreed to be the legally and financially responsible party for the performance of terms and conditions of the following (and incorporated herein by reference) Special Section 13 ( c ) Warranty, for this grant request.

This will serve as the requisite opinion of Counsel that the APPLICANT is legally capable of assuming the legal and financial responsibilities for the terms and conditions of the Warranty.

I have reviewed the pertinent federal, state, and local laws and regulations, and I am of the opinion that there is no legal impediment to the APPLICANT assuming these responsibilities.

Furthermore, as a result of my examinations, I can find no pending litigation or legislation that might in any way adversely affect the APPLICANT'S ability to assume and discharge these Responsibilities.

\_\_\_\_\_  
(Printed name of Legal Counsel)

\_\_\_\_\_  
(Signature of Legal Counsel)

Dated \_\_\_\_\_

\_\_\_\_\_  
(Printed name of APPLICANT'S authorized representative)

\_\_\_\_\_  
(Printed title of APPLICANT'S authorized representative)

\_\_\_\_\_  
(Signature of APPLICANT'S authorized representative)